

Headquarters
Eighth United State Army
United State Army Installation Management Office
Korea Region Office

Army in Korea
Supplement 1 to AR 608-20

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Personnel Affairs

ARMY VOTING ASSISTANCE PROGRAM

For the Commanding General:

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Colonel, GS
Chief of Staff

Official:



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Chief, Publications and
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Summary. This supplement updates policy, responsibilities, and procedures for the Army in Korea implementation of the Federal Voting Assistance Program.

Applicability. This supplement is applicable to absent uniformed service (U.S. Army), voters in the U.S. Army, activated Army Reserve (USAR), and National Guard of the United States, Department of the Army civilians attached to and serving with these components outside the continental United States, and dependents accompanying Soldiers and civilians noted above.

Supplementation. Issuance of further supplements to this publication and issuance of command and local forms are prohibited unless prior approval is obtained from Assistant Chief of Staff (ACS), G1 (EAGA-PP), Unit #15236, APO AP 96205-5236.

Forms. AK Forms are available at <http://8tharmy.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by this supplement must be identified, maintained and disposed of according to AR 25-400-2. Record titles and

descriptions are available on the Army Records Information System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this supplement is ACS, G1 (EAGA-PP). Users may suggest improvements to this supplement by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army (EAGA-PP), Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

AR 608-20, 28 October 2004, is supplemented as follows:

Contents. Add Appendix B (Reports) with TABS 1-4.

Paragraph 2, Responsibilities. Add subparagraphs 2-8d, 2-8e, 2-8f, and 2-8g after subparagraph 2-8c.

2-8d. Installation (Senior Mission) CDRs will manage and Garrison (Area) CDRs will execute the Voting Assistance Program (VAP) within Areas I, II, III, and IV. Eighth U.S. Army (Eighth Army) will have executive oversight of the VAP for Army personnel.

2-8e. Each Garrison CDR (Area I – Area IV) will:

(1) Appoint a primary and alternate Unit Voting Assistance Officer (UVAO), in writing, in the rank of LT/SFC or above (or GS-06 or above).

(a) Replace UVAOs within 90 days of date eligible to return overseas (DEROS) to ensure Area coverage.

(b) Forward a copy of each appointment memorandum through HQ, IMA – KORO (IMKO-HRD-M) to Headquarters, Eighth Army (EAGA-PP) each time a UVAO is appointed.

(2) Conduct voting assistance drives and programs as required.

(3) Establish and publicize voting action hotlines.

2-8f. Garrison VAOs will:

(1) Retain a copy of each UVAO appointment memorandum for units within the area.

(2) Keep a file copy of the lists of UVAOs sent to them from the MSC and tenant CDRs within the Area. Ensure that installation telephone operators are provided a copy of the list.

(3) Develop programs that support voting assistance drives, as appropriate.

(4) Provide voting assistance reports, as outlined in Appendix B, through HQ, IMA – KORO (IMKO-HRD-M) to Headquarters, Eighth Army (EAGA-PP) when required.

- (5) Provide assistance as required.

2-8g. UVAO, Installation Management Agency – Korea Region Office (IMA - KORO) will coordinate with the Director, Department of Defense (DOD) Dependents Schools to:

- (1) Ensure that 18-year old students are counseled concerning their voting rights.
- (2) Provide a SF 76 and SF 186 to students who are eligible and desire to vote.
- (3) Encourage eligible students to register to vote.

Paragraph 2, Responsibilities. Add subparagraphs 2-9i and 2-9j after subparagraph 2-9h

2-9i. CDRs of MSCs of Eighth Army and tenant unit commanders will:

- (1) Coordinate with the Garrison UVAO to ensure that their units' voting assistance program conforms to published guidance.
- (2) Appoint an UVAO and alternate, in writing, in the rank of LT/SFC or above (or GS-06 or above).
- (3) Ensure the UVAO submits the voting assistance reports, as outlined in Appendix B, to the Area VAO.
- (4) Ensure the UVAO forwards a list of the subordinate UVAOs for their units to the Garrison VAO. This list will contain grade, name, unit, duty phone, mailing address and e-mail address.

2-9j. Unit CDRs will:

- (1) (All Unit CDRs company-level and above) appoint a UVAO, in writing, (in the grade of first lieutenant/sergeant first class or above or civilian equivalent) in all units with 25 or more permanently assigned members. (Appoint an additional UVAO for each 50 unit members above the 25 member base). These UVAOs will inform and assist members with voting.
- (2) (CDRs subordinate to the MSCs) forward a copy of the appointment memo to the MSC VAO for retention. This memo will contain grade, name, unit, duty phone, mailing address and e-mail address.
- (3) (All CDRs) replace UVAOs within 90 days of date eligible to return overseas (DEROS) to ensure unit coverage.

Paragraph 2, Responsibilities. Add subparagraphs 2-14i, 2-14j and 2-14k after subparagraph 2-14h.

2-14i. Ensure that unit bulletin boards display election information and the appropriate point(s) of contact (Unit Voting Assistance Officers (UVAO)) for voting information.

2-14j. Include “voting” as a topic during command information training at least semi-annually. During such training, SF 76s (Federal Post Card Application) and SF 186s (Federal Write-In Absentee Ballot) should be available. All soldiers should be encouraged to register and exercise their right to vote.

2-14k. Include “absentee voting” and “voter registration” as topics during initial orientation and newcomer’s briefings at the unit.

Paragraph 2, Responsibilities. Add paragraph 2-17 and subparagraphs 2-17(a)(b) and (c) after paragraph 2-16.

2-17. Voting Assistance Officer Evaluation Criteria. Department of the Army requirements may change slightly year to year however, supervisors will evaluate unit VAOs based on the following criteria:

- a. Cumulative number of Soldiers in the unit contacted during the election year.
- b. Percent of unit contacted for the election year.
- c. Cumulative number of SF 76 (Federal Post Card Application) issued to Soldiers and their family members of legal voting age.

Glossary. Add the following acronyms to Section I, Abbreviations, in alphabetical order:

DOD	Department of Defense
Eighth Army	Eighth United States Army
IMA-KORO	Installation Management Agency-Korea Regional Office
MSC	Major Subordinate Command
UVAO	Unit Voting Assistance Officer
VAP	Voting Assistance Program

APPENDIX B REPORTS

1. Provide monthly status reports monthly (June, July, August, September and October) IAW the timeline below.

Report Due Dates						
MONTH	Due to DA	Due to USFK	Due to 8th Army	Due to KORO	Report	Format
JUN		End 3d Week	2d Duty Day of 3d Week	End of 2d Week	Event Report	See Tab 1
	End of 2d Week		End of 1st Week	1st Duty Day 1st Week	Contact Status Report	See Tab 2
					Voting Asst Off Status Report	See Tab 3
JUL		End 3d Week	2d Duty Day of 3d Week	End of 2d Week	Event Report	See Tab 1
	End of 2d Week		End of 1st Week	1st Duty Day 1st Week	Contact Status Report	See Tab 2
					Voting Asst Off Status Report	See Tab 3
					HQDA First Special Report	See Tab 4
AUG		End 3d Week	2d Duty Day of 3d Week	End of 2d Week	Event Report	See Tab 1
	End of 2d Week		End of 1st Week	1st Duty Day 1st	Contact Status Report	See Tab 2
					Voting Asst Off Status Report	See Tab 3
SEP		End 3d Week	2d Duty Day of 3d Week	End of 2d Week	Event Report	See Tab 1
	End of 2d Week		End of 1st Week	1st Duty Day 1st Week	Contact Status Report	See Tab 2
					Voting Asst Off Status Report	See Tab 3
					HQDA Final Special Report	See Tab 4
OCT		End 3d Week	2d Duty Day of 3d Week	End of 2d Week	USFK Event Report	See Tab 1
	End of 2d Week		End of 1st Week	1st Duty Day 1st	Contact Status Report	See Tab 2
					Voting Asst Off Status Report	See Tab 3

2. Reports will be submitted thru Area Voting Assistance Officer (VAO) to HQ, IMA KORO (IMKO-HRD-M). IMA-KORO VAO will consolidate and report to Eighth Army IAW the established Eighth Army Suspense dates above.

3. Each report represents the previous month information.

4. Monthly Reports are required through Headquarters, IMA – KORO (IMKO-HRD-M) to Headquarters, Eighth Army (EAGA-PP), for USFK J1 and Headquarters Department of the Army (HQDA).

5. Report formats are listed in Tabs 1-4 to this Appendix.

EVENT REPORT (TAB 1)

1. List of special events held:

a. Example: An Area-wide Voter Registration drive was held 4 July in conjunction with the Independence Day Celebration at the Yongsan Post Exchange. Over 150 soldiers took handouts and asked questions, and of those, 87 individuals registered to vote by completing the SF 76 and SF 186. The remaining 63 were already registered, but requested information on how to submit their absentee ballots.

b. Each UVAO participated in the drive which was spear-headed by the Area VAO. The total event was a success.

2. List of special events planned:

(a) Example: There are two Area-wide Voter Registration drives planned for the next two months. These will be conducted in conjunction with the High School and other social organizations in the area.

(b) There is no additional support required and the forecast for these events is positive.

FPCA CONTACT STATUS REPORT (TAB 2)

REPORTING UNIT/AREA: _____																									
AREA _____	JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER												
	# Soldiers ASGD	# Soldiers Given FPCA	% Soldiers Given FPCA	# Soldiers ASGD	# Soldiers Given FPCA	% Soldiers Given FPCA	# Soldiers ASGD	# Soldiers Given FPCA	% Soldiers Given FPCA	# Soldiers ASGD	# Soldiers Given FPCA	% Soldiers Given FPCA	# Soldiers ASGD	# Soldiers Given FPCA	% Soldiers Given FPCA										
Totals:																									
<p style="text-align: center;">Instructions for Completing Worksheet:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"><u>Title</u></td> <td><u>Definition</u></td> </tr> <tr> <td># Soldiers ASGD =</td> <td>Total Assigned Strength for that month</td> </tr> <tr> <td># Soldiers Given FPCA =</td> <td>First Month Only: Number of FPCA handed out during current month</td> </tr> <tr> <td>Cumm # Soldiers Given FPCA =</td> <td>Second Month and beyond: Total number of FPCA handed out Year to Date</td> </tr> <tr> <td>% Soldiers Given FPCA =</td> <td>$\frac{\text{\#SMs Given FPCA or \#Cumm Soldiers Given FPCA}}{\text{\#SMs ASGD}}$</td> </tr> </table>																<u>Title</u>	<u>Definition</u>	# Soldiers ASGD =	Total Assigned Strength for that month	# Soldiers Given FPCA =	First Month Only: Number of FPCA handed out during current month	Cumm # Soldiers Given FPCA =	Second Month and beyond: Total number of FPCA handed out Year to Date	% Soldiers Given FPCA =	$\frac{\text{\#SMs Given FPCA or \#Cumm Soldiers Given FPCA}}{\text{\#SMs ASGD}}$
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VOTING ASSISTANCE OFFICER STATUS REPORT (TAB 3)

REPORTING UNIT / AREA: _____															
AREA _____	JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER		
	Total # VAO Appointed	Total # VAO Trained	Total % VAO Trained	Total # VAO Appointed	Total # VAO Trained	Total % VAO Trained	Total # VAO Appointed	Total # VAO Trained	Total % VAO Trained	Total # VAO Appointed	Total # VAO Trained	Total % VAO Trained	Total # VAO Appointed	Total # VAO Trained	Total % VAO Trained
Totals:															
<p style="text-align: center;">Instructions for Completing Worksheet:</p> <hr style="width: 30%; margin-left: 0;"/> <p style="margin-left: 40px;">Total # VAO Appointed = Total number of VAO Appointed To Date</p> <p style="margin-left: 40px;">Total # VAO Trained = Total number VAO Who Have Completed VAO Training To Date</p> <p style="margin-left: 40px;">Please provide the method of Instruction for your VAO's</p> <div style="margin-left: 40px;"> <p>1. FVAP Workshop: _____</p> <p>2. On Line Training: _____</p> <p>3. CD-ROM Version : _____</p> <p style="margin-left: 20px;">TOTAL: _____</p> </div> <div style="margin-left: 40px; margin-top: 10px;"> <p>Total % VAO Trained = $\frac{\text{\# VAO Trained}}{\text{\# VAO Appointed}}$</p> </div>															

HQDA SPECIAL REPORT (TAB 4)

1. First special report (Narrative format) - Overall evaluation of the adequacy of the planning efforts undertaken at installation level to implement a voter registration campaign during the Army Voter Registration Month. Reference existing stock of FPCA and FWAB that are in supply and narrative of how installations plan to implement Army Voter Registration Month in August.

2. Second special report (Narrative format) - Overall evaluation of the success of the Army Voter Registration Month in August. It should include specific examples of particular successful installation efforts and should provide an estimate of the number and percentage of Soldiers participating in the command's voting assistance program. Include breakout for each event, raw total and as a percentage of unit strength, and number of forms distributed.